

**Public Engagement Assistant (American Spaces)
Major Duties and Responsibilities**

Program Support

50% of time

General Program Support: Provides programmatic and logistical support for REPS programs including meetings, representational events, workshops, orientations, national and international conferences. Drafts statistical and other reports. Maintains required office records and files; ensures that partner American Spaces activities, initiatives and projects are recorded in PD Tools and contact databases. Drafts office correspondence in English and Portuguese, including event proposals, invitations, background information, and evaluation reports. Provides informal interpretation and translation from/to English and Portuguese when required. Assists the Regional English Language Office as requested with related administrative tasks.

American Spaces Grants and Budget Support: Drafts, for ASPS approval, individual budget requests to support programs for partner American Spaces; develops proposals for enhancement grants needed to improve professional standards for Spaces staff. Ensures compliance and accurate fiscal reporting, grants management/monitoring, and record-keeping for the American Spaces Office together with the American Spaces Program Specialist.

Acts as Grants Officer Representative (GOR), with responsibilities as indicated in the Delegation of Authority letter, and/or grants administrator for grants supporting PD activities throughout the consular district. Ensures compliance of grants with all relevant USG regulations and Brazilian laws. Supports the grants officer and other GORs in the administration of American Spaces grants across the Mission. Works with Embassy Brasilia Resource Coordination Assistant (Grants) to ensure American Spaces grant awards packages comply with regulations. In coordination with PAS colleagues, develops budgets for individual grant-funded American Spaces programs and activities, and tracks expected and actual expenditures. Actively plans at least a year in advance for grant agreements and contributes to annual performance and review reports. Evaluates American Spaces Support Funds proposals to ensure compliance with USG regulations and other eligibility requirements and gives technical guidance and recommendations to American Spaces partners.

Assists with REPS contribution to post's PD Tools budget, in consultation with the Resource Coordination unit.

Administrative Support

40% of time

General Administration: Incumbent provides program support to the Regional Public Engagement Specialist (REPS) and American Spaces program in Brazil. The office is comprised of an FSO supervisor (the REPS), one American Spaces Program Specialist and one American Spaces Program Assistant. Communicates with contacts at Binational Centers, American Corners partners, Federal Institutes, and other program partners to obtain information, schedule appointments, and inform them of American Spaces activities. Coordinates leave and travel time to ensure coverage of the American Spaces Office. The REPS Assistant acts as a secondary point of contact for all American Spaces Programs covered by the American Spaces Program Specialist and American Spaces Program Assistant.

Budget Support: Assists in managing the REPS travel budget from ECA/A/OAS. Processes procurement, and representational vouchers

Travel Support

Makes travel arrangements for REPS, American Spaces Program Specialist, and American Spaces Program Assistant, and grantee domestic, regional, and international travel, including applying for proper visa forms from foreign missions, requesting country clearances, making flight and hotel reservations, obtaining air tickets and submitting Travel Authorizations using E2Solutions. Deals directly with Post's travel agency and motor pool to facilitate travel. When REPS is on TDY, incumbent maintains contact with other posts in REPS region and reports to REPS as necessary on cable traffic or other correspondence requiring action. Assists the Regional English Language Office with travel support as requested.

Intra- and Interagency Coordination

10% of time

Solicits input from all elements of the Mission to enhance marketing strategies. Creates opportunities for Mission colleagues to participate in partner American Space activities. Consults Resource Coordination team, RSO and Regional Public Engagement Specialist (REPS) on security and facility standards for Partner Spaces. Works with Public Engagement Specialists and Assistants on overall outreach to Emerging Voices audiences.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.